

Seymour Recreation Camp Arts & Crafts Coordinator Job Description

General Statement of Duties:

The Arts & Crafts Coordinator is responsible for the day –to-day instruction and oversight of arts and crafts at our camp. The coordinator will develop integrated daily art projects that will stimulate creativity of 1st-8th graders.

Essential Responsibilities:

- Plan and develop daily age-appropriate arts projects for male and female campers
- Submit a calendar of projects to the Recreation Manager prior to the start of camp
- Prepare a list of supplies and materials needed prior to the start of camp
- Stay within a predetermined budget when purchasing supplies
- Lead and instruct daily art sessions with the assistance of other counselors
- Encourage creativity amongst campers and staff members
- Maintain a clean and organized environment
- Make necessary shopping trips to purchase special arts and crafts supplies
- Create a wish list of items and projects for the following camp year
- Assist as needed in dismissal of campers at conclusion of day
- Assist as need on field trip days.
- Carry out other duties as deemed necessary by Recreation Director to assure success of camp including but not limited to coverage of an assigned group in the absence of a counselor and attendance at all field trips if requested

Desired Qualifications:

- Demonstrated experience and a desire to work with children in a creative environment
- Experience in arts & crafts instruction or a desire to pursue
- The desire and ability to work in a cooperative, team-oriented atmosphere
- Enthusiasm, an abundance of energy, sense of humor, patience and self-control are essential
- Must be available to work Mon – Fri for 7 continuous weeks 8:15am-2:45pm
- Must work flexible hours before the start of camp to ensure projects and calendar are developed
- Must pass CPR/First Aid Courses, concussion training, blood borne pathogen training and a background check (18 years of age or older) as required by the Seymour Recreation Department

Supervision Received:

- Reports directly to the Recreation Program Manager. Works under the general direction of Director of Community Services.

Salary: \$14.00/hr dependent on experience